

(INSTRUCTIONS No. 5.)  
3,000 March, 1897.



## HIGH SCHOOLS AND UNIVERSITY MATRICULATION EXAMINATIONS.

### INSTRUCTIONS TO PRESIDING EXAMINERS, 1897.

The Presiding Examiners are requested to peruse carefully the following instructions and see that they are fully carried out:—

(1) Each Inspector, or such other person as may be appointed by the Minister, shall himself, in person, receive from the Department, or the Inspector, the examination papers, and shall thereupon be responsible for the safe keeping of the parcel containing the same, unopened, until the morning of the first day of the examination.

(2) On the receipt of the bag containing the question papers the Presiding Examiner will see that *the seal is intact*. The bag can be opened by breaking the wire close to the seal.

(3) The Presiding Examiner will satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes the Presiding Examiner shall have power to hire the use of one for each room during the time required for the examination, and charge the same as part of the expenses of the examination.

(4) The Presiding Examiner shall, if there is sufficient accommodation and if a sufficient number of papers has been received, admit candidates that through some oversight did not send their applications to the Inspector. The names of such candidates are to be added to the list. Their applications, when filled up, should be sent by the Presiding Examiner to the Inspector, and the required part of the fee [with one dollar additional as provided, should be sent to the Education Department. The balance of the fees should be sent to the Board that bears the expense of the examination.

(5) The Presiding Examiner shall exercise necessary vigilance at all times during the time candidates are engaged, and he *shall not give his attention to any work other than that which pertains to his duties as Presiding Examiner*. He shall take all necessary care to render it impossible for the instructions to candidates to be violated without his knowledge.



(6) It is imperative that the Regulations should be enforced by the Presiding Examiner and strictly observed by the candidates. In particular, the examination papers should be distributed, and the answer papers collected *punctually* at the time indicated in the time table.

(7) Places shall be allotted to the candidates so that they may be at least five feet apart. All diagrams or maps having reference to the subjects of examination shall be removed from the room, and books, papers, etc., removed from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

(8) No person except the Examiners and any necessary attendants shall be present with the candidates in any room at the examination; and, at least one Examiner shall be present during the whole time of the examination in each room occupied by the candidates.

(9) The Presiding Examiner shall, as indicated on the time table, read to the candidates their duties, shall draw attention to any feature of them that may require special care during the examination, and shall be explicit in giving instructions to the candidates as to the manner in which the slips are to be attached to the envelopes. The instructions (5), (6) and (7) for candidates are also instructions to Presiding Examiners.

(10) *Punctually* at the time appointed for the commencement of each examination, the presiding Examiner shall, in the examination room and in the presence of the candidates and other Examiners (if any), break the seal of the envelope containing the examination papers, and give them to the other examiners and the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in the subject is over no examination papers, other than those which the candidates receive, shall be taken out of the room.

(11) *Punctually* at the expiration of the time allowed, the Examiner shall direct the candidates to stop writing, and cause them to hand in their answer papers *immediately*, duly fastened in the envelopes.

(12) The Examiner shall keep upon his desk the certified list of the candidates, and as each paper in any subject is handed in, he shall check the same by entering the figure "1" opposite the name of the candidate, on the form provided. After the papers are handed in the Examiner shall not allow the envelopes to be opened, and he shall be responsible for their safe keeping until transmitted to the Education Department, or placed in the hands of the presiding Examiner.

(13.—(a) Rulers are not to be used by candidates for Drawing.)

(b) At the examination in Reading for Form I. each candidate shall read from the High School Reader one passage of not less than thirty lines, selected by the examiners, and another from any book chosen by himself.

(c) At the examinations in Botany of the First and Third Forms, the Presiding Examiner shall himself provide the specimens to be submitted to the candidates, in accordance with sealed instruments from the Education Department. Two plants will be submitted to the candidates at each examination, one for classification and one for description. In the



classification of the former candidates will be allowed to use their floras (High School Botany, Part II.) The plant for description shall not be one of those fully described in (the H. S. Botanical Note Books, Parts I. and II.,) and in the examination of Form I. it shall belong to one of the prescribed orders.

(d) At the examination in Biology for Form IV., and for Honor Matriculation, the material for examination will be sent from the Education Department, and will consist of two plants, a microscopic section, and an animal. The plant designated "A" is to be identified by means of the flora. Twenty minutes shall be allowed for this operation. The text-books shall then be taken from the candidates, and the paper with the plant designated "B," the animal and the microscopic section distributed. Each candidate is to be allowed the use of a compound microscope for twenty minutes during this second period.

(e) At the examination in Practical Chemistry for Form IV. the material for determination shall be sent from the Education Department, and shall consist of one pure simple salt. In the qualitative analysis of this salt the candidates shall not be allowed the use of text-books, analytical tables, notes, or charts. Places shall be allotted to the candidates so that each one shall be at least ten feet away from any other candidate. Each candidate shall have exclusive use of one set of reagents, apparatus and lamp while at work. If the number of candidates should exceed the accommodation of the laboratory, the candidates shall be examined in sections, and the greatest care shall be taken that those who have examined the salt shall hold no communication with those who have not yet done so.

(f) In Stenography the candidates shall occupy a room separated from the candidates at the other examinations. The Presiding Examiner shall read, the six hundred words to be dictated, at a speed of fifty words per minute, and shall allow the candidate the balance of the hour for transcription. The matter is separated by vertical lines into groups of thirty words each. The extracts must not be read through to the candidates before the dictation commences. The Examiner should practise beforehand, reading at the required speed, that his dictation may be uniform. The candidate must enclose both his shorthand notes and the transcription.

#### REPORTS, ETC.

(14) The Presiding Examiner shall report to the Education Department at the close of the examination any particulars in which the Instructions, etc., were not observed and he shall mention any facts regarding the examination that he deems expedient to have brought before the Board of Examiners. The Presiding Examiner and his Assistants shall sign a declaration stating that in all other respects the Instructions and Regulations were fully complied with.

(15) The Presiding Examiner shall indicate in his report to the Department the candidates who were placed in the several rooms respectively, and shall also send a diagram of the rooms on the form provided, showing the position occupied by each candidate and Presiding Examiner during the examination.



(16) The Presiding Examiner shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for each Form shall be sent together and *in the order that their names appear* on the list of candidates for the examination. To facilitate this elastic bands have been supplied, one for each candidate's set of answers.

(17) The prompt return to the Education Department of the answers at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination. All reports should be *sent by post* on the respective days that the answers are forwarded and *in no case should they be enclosed in the bag* containing the answers.

18—(a) The answers of the candidates taking the Form I. examination shall be returned at the close of that examination in the bag marked with *blue*.

(b) The answers of the candidates taking Form II. examination shall be returned at the close of that examination in the bag marked with *red*, those for the Commercial Diploma being placed in a *separate parcel*.

(c) The answers of the candidates for Forms III. and IV. examinations shall be returned at the close of those examinations in the bag marked with *green*.

(d) The answers of candidates for scholarships shall, for Forms III. and IV., be made up in a *separate parcel* before putting them in the bag mentioned for transmission to the Department.

(e) Each bag shall be so folded and tied that the words "The property of the Education Department" will be outwards. The shipping tag should be securely attached to the strap on each bag.

(f) All express charges must be prepaid, and no Commercial value should be given.

(g) All surplus examination papers may be given at the close of the examination to the Principal of the school.

#### REMUNERATION OF PRESIDING EXAMINERS.

(1) The Treasurer of the High School Board, on the certificate of the Public School Inspector, shall pay all the expenses of the examination, including the sum of four dollars a day and actual travelling expenses, for the Presiding Examiners.

(2) If an examination is held at a Public School, the Treasurer of the Public School Board shall, upon the order of the Inspector, pay all the expenses of the examination.

#### INSTRUCTIONS FOR CANDIDATES.

(1) Each candidate shall satisfy the Presiding Examiner as to his personal identity before the commencement of the second day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department.

(2) Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination.



(3) No candidate shall leave the room within *one hour* after the distribution of the examination papers in any subject; and if he then leave he shall not be permitted to return during the examination on such subject.

(4) Every candidate shall conduct himself in strict accordance with the regulations. Should he give or receive any aid or extraneous assistance of any kind, in answering the examination questions, or should he leave his answers exposed so that any candidate may copy from him he will forfeit any certificate he may have obtained. He shall also be debarred for two years from writing at any examination conducted by the Education Department.

(5) Candidates are reminded that should any candidate be detected in talking or whispering, or making signs to another candidate, or in copying from another, or allowing another to copy from him, or in having in his possession, when in the room, any book, notes, or anything from which he might derive assistance in the examination, it shall be the duty of the Examiner if he obtain clear evidence of the fact at the time of its occurrence, to cause such candidate at once to leave the room; and such candidate shall not be permitted to enter during the remaining part of the examination, and his name shall be struck off the list. If, however, the evidence be not clear at the time, or be obtained after the close of the examination, the Examiner shall report the case to the Department.

(6) Candidates are also reminded that the Presiding Examiner is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what questions should be undertaken by the candidates or how any question should be answered.

(7) Should any error appear to have been made in any question paper *no attention* shall be drawn to it during the time by either the Presiding Examiner or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Examiner who, if he considers it necessary, will report on the matter to the Education Department at the close of the examination.

(8) Every candidate shall write the subject of examination very distinctly at the top of each page of his answer papers, in the middle. If a candidate writes his name or initials, or any distinguishing sign or mark on his answer papers or uses any other paper or ink than those provided by which his identity might be disclosed his examination will be cancelled.

(9) Candidates, in preparing their answers, shall write on one side only of each sheet, and shall mark the sheets in each subject in the order of the questions, as 1st, 2nd, 3rd, etc.; and on the last sheet shall write distinctly the total number of sheets enclosed in the envelope, fold them once across, place them in the envelope provided by the Department, write on the outside of the envelope the subject of examination only, and on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Examiner.



## EXTRACTS FROM INSTRUCTIONS TO APPLICANTS AND INSPECTORS.

First Form examination, \$2. Second Form examination, Part I., \$2; Parts I. and II., \$5; Third Form examination, \$5. Fourth Form examination, Parts I. and II., each \$3; taken together, \$5. Commercial Diploma examination, \$4, (part \$2). For candidates for examination in the additional subjects, for the purpose of completing a course for pass Matriculation into any University or Learned Profession, the fee shall be \$2. If the fees for a candidate amount to more than \$5, only \$5 will be required.

Attention is directed to the scale of fees to be paid by candidates. When the fee is \$5, \$4, \$3 or \$2, the amount to be sent to the Department is \$3, \$2, \$2 or \$1, respectively. The balance of fees received is to be forwarded to the High School Board or other body that bears the expense of the examination.

Applications will not be received by the Inspector after the date mentioned, and candidates are reminded that they should in no case forward their applications to the Education Department. If the candidate should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Examiner is at liberty to admit him, provided there is the necessary accommodation, and that a sufficient number of examination papers has been forwarded. An additional fee of \$1 will be exacted by the Presiding Examiner from a candidate who presents himself in this way.

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